

1. **Identify the problem.** The first step in the problem-solving process is to identify the problem. This involves understanding the situation, gathering information, and defining the problem clearly.

2. **Analyze the problem.** Once the problem is identified, the next step is to analyze it. This involves breaking the problem down into smaller, more manageable parts and identifying the causes of the problem.

3. **Generate solutions.** The third step is to generate potential solutions. This involves brainstorming ideas and considering different approaches to solving the problem.

4. **Evaluate solutions.** The fourth step is to evaluate the potential solutions. This involves comparing the solutions against the problem and considering the pros and cons of each.

5. **Implement the solution.** The final step is to implement the chosen solution. This involves putting the solution into action and monitoring its progress.

6. **Review the solution.** The last step is to review the solution. This involves evaluating the effectiveness of the solution and making any necessary adjustments.

(Assistant Examiner) (Date)
G. Stanley 9-20-88
(Legal Instruments Examiner) (Date)

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